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ADDENDUM NO. 1

Date: May 12, 2014

RFP No. 14-0434

RFP Title: Replacement of Audio Visual System for Board Chambers

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum does not change the date for receipt of bids or proposals.

The purpose of this addendum is to provide confirming information to all potential responding vendors in association with the RFP. The information provided herein summarizes discussions at the mandatory pre-proposal/site visit meeting. Attendees of this meeting are noted on the County website for this solicitation.

The mandatory conference commenced with a general review of the RFP with specific emphasis paid to various specific terms and conditions and the statement of work in the RFP including:

- It was confirmed that this was a mandatory pre-proposal conference and responses would not be accepted from vendors that did not attend the conference.
- The County's total available budget for the project shall not exceed \$140,000.
- The Board Chambers will be closed from July 23 until August 10, 2014 for the vendor to remove, provide and install the new system and any optional items purchased. Additional time for these services shall not be allowed. (See question 7 below)
- It is a requirement that the vendor train staff on the use of the system and be on site for the first commission meeting on August 12, 2014 at 8:00 AM until adjourned to verify operation and work out any system issues.
- All materials and debris shall be removed from the premises at the end of each workday and disposed of in an appropriate manner.
- Vendors shall clearly address items in Section 1.13.2 C, Tab 2, A, B, C, D, E, F, G, and H.
- Detailed as-built drawings (including existing power sequencing) shall be included in Section 1.13.2 C, Tab 2, D.
- The removal of all existing components and cabling is required. The County will transport all components to the surplus warehouse and the vendor shall dispose of all cabling.

- The current recording system is used by the Clerk's office and will not be removed.
- The vendor is required to supply the County with grommets (or places/coverings) for each hole not utilized in the new configuration of the dais and control room areas.

Questions/Answers:

Question 1: Is the County replacing or is it the vendor responsible to remove the AMX system?

Answer 1: Only the controls that are not necessary to interface with the Crestron DM shall remain in place.

Question 2: Are the commissioners high definition monitors required to be 21"?

Answer 2: The eleven (11) 21" high definition monitors located in the dais shall be low to the desk. Due to height restrictions, a 21" monitor may not be the proper solution. Vendor may propose an alternate solution, although the County would like the largest monitor size that will fit the space.

Question 3: The RFP states that all existing components and cabling shall be removed. Does the County have old documentation of cabling and the old system and the structure of the room? If so, can this be provided?

Answer 3: Plans will be available for viewing after May 13, 2014. Contact Sandra Rogers at srogers@lakecountyfl.gov.

Question 4: Should the vendor provide HD for live streaming?

Answer 4: Yes

Question 5: Can the vendor re-use or re-purpose the control room racks?

Answer 5: Yes, however, the vendor is required to install filler plates to the unused areas.

Question 6: Is the vendor required to provide the ladders for the higher areas within the Chambers or will the County provide?

Answer 6: The vendor is required to provide all labor, materials, and equipment.

Question 7: What are the County's hours of operation?

Answer 7: The County, for purposes of the installation of the AV system for the Board Chambers, will ensure that the vendor has ample time to complete this project in a timely manner. In doing so, County staff will be available after hours when requested if prior arrangements are made.

Question 8: In the Scope of Services at the bottom of "Video Outputs" it states in bold that the County plans to use the existing three (3) 46" LCD audience monitors, the one (1) 30" LCD monitor, the hearing assistance equipment, a handheld wireless microphone all speakers. Can the vendor reuse the four (4) monitors for this project?

Answer 8: The three (3) 46" LCD audience monitors are available for the vendor to use, however, the one (1) 30" LCD monitor will need to be provided by the vendor.

Question 9: Are lavaliers a requirement?

Answer 9: No, however, the new system shall have this capability for the County to add this at a later date.

Question 10: Are the 11 dais microphones a requirement?

Answer 10: Yes. See Scope of Services for required muting capabilities. Additionally, the County would like overriding capabilities from the Control Room.

Question 11: Is the XLR connector media feed required to be replaced?

Answer 11: No, however, the County wants it operational so we can use our existing multi-box. Additionally, an industry standard "press feed" must be added adjacent to it to support press (media) needs

for audio and video.

Question 12: How do you connect to the rest of the County?

Answer 12: Ethernet copper RJ45 and single mode fiber.

Question 13: Who provides the output program feed?

Answer 13: This is currently done in house.

Question 14: Is the vendor required to get a low voltage permit?

Answer 14: Yes. Contact Lake County Building Services, 315 W. Main Street, Room 523, Tavares, Florida. Vendor is responsible for \$79.00 flat fee.

Question 15: Is there a dedicated Lake County TV channel?

Answer 15: Not at this time.

Question 16: Will the SD infrastructure stay in place?

Answer 16: For budgetary reasons, yes.

Question 17: Will the TV's and speaker enclosures in the lobby and all landings need to be replaced?

Answer 17: No, just ensure that the AV feed is operational.

Question 18: What is the current Clerk's recording software?

Answer 18: DCR2 is used to transcribe meeting and ties into our streaming.

Question 19: Is the vendor required to remove the black smoke screen and replace with drywall?

Answer 19: The black smoke screen will be removed. Drywall is not required to be installed.

Question 20: Section 1.25 states that offers will only be accepted from vendors which have service facilities that are located in Central Florida (defined as Lake, Osceola, Orange, Seminole, Volusia, Marion, Polk and Sumter Counties).

Answer 20: The County would like of full range of parts and repairs for the items covered by this solicitation and resulting contract.

Question 21: Regarding the two (2) audio video recording using SD video network storage: Are you looking for hardware or a software solution?

Answer 21: The County is requesting a hardware solution.

Question 22: What is the County's recording capabilities?

Answer 22: Currently only DVD recorder.

Question 23: Is the existing coax connection to the Clerk's recording system at the dais to be replaced?

Answer 23: The existing coax connection to the Clerk's recording system at the dais must remain in place and be operational, and HD video and audio feed must be added.

Question 24: Is the document camera to be replaced?

Answer 24: An HD document camera is requested to replace the current ceiling mounted document camera.

Question 25: Texting and Ipad controls?

Answer 25: The ability to send a message to a dais monitor is requested. Ipad or tablet control of the Creston system is requested.

Question 26: Will the County need a video switcher for the camera's and character generator?

Answer 26: The Crestron system should be able to route AV signals from various inputs to any selected output.

Note: Although the mandatory pre-proposal conference has been held in the Board Chambers which included a site visit, vendors, with approval of a date and time, may request permission to view the Board Chambers again to obtain measurements. To request approval please email srogers@lakecountyfl.gov. After this visit, requests will not be approved for a second site visit for the same vendor. To ensure availability of the Board Chambers, vendors shall provide adequate time to allow for the request for approval. Site visits will not be allowed after May 19. To ensure replies to questions, questions should be submitted no later than five (5) working days before the proposal of due date, May 23, 2014.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____